

Reposting of 11/6/05 due to title & job desc change.



County Administrator
Administrative Services Department
Personnel Section
1100 Simonton Street, 2nd Floor
Key West, FL 33040



BOARD OF COUNTY COMMISSIONERS

MAYOR Dixie M. Spehar, District 1
Mayor Pro Tem Charles "Sonny" McCoy, District 3
George Neugent, District 2
David P. Rice, District 4
Murray E. Nelson, District 5

4/20/05
Posting Date



MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **SERVICE MECHANIC, FLEET MANAGEMENT, KEY WEST**
IS NOW OPEN AT PAY GRADE **7** / SALARY, **\$30,359.00 - \$36,432.00 - 40 HPW**
(DEPENDING ON QUALIFICATIONS.)

<ul style="list-style-type: none">• VETERANS PREFERENCE AVAILABLE:• SAFETY SENSITIVE POSITION:• GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<p>THIS POSITION: <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION.</p> <p> <input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION.</p>	

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


HUMAN RESOURCES

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PWGAR036

MONROE COUNTY

JOB DESCRIPTION

Position Title: SERVICE MECHANIC		Date: 03/28/05
Position Level: 7	FLSA Status: Nonexempt	Class Code: 7-22

GENERAL DESCRIPTION

Primary function of this position is to diagnose problems and order parts for Monroe County vehicles and heavy equipment.

KEY RESPONSIBILITIES

1. *Perform preventive maintenance and repair on all motor vehicles and equipment: change oil, tires, brakes, electrical system, fuel injection pumps.
2. Troubleshoot and make diagnosis on all vehicles and equipment.
3. Perform inspections of vehicles and equipment.
4. Maintain fuel consumption and delivery documentation.
5. *Perform road calls for on site repairs.
6. *Order parts, supplies and materials, make purchase requests and write repair orders.
7. Attend Safety meetings.
8. *Completes paperwork. Use of Fleet Computer Programs.
9. Test drives vehicles.
10. Operates and drives the County's diesel fuel tanker truck. Fuels the County's emergency power generators and diesel powered equipment.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SERVICE MECHANIC	Class Code:	Position Level: 7
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KEY JOB REQUIREMENTS	
Education:	H.S. Diploma or GED required.
Experience:	3 to 5 years.
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
Complexity:	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
Decision Making:	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
Communication with Others:	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary workers.
Working Conditions/Physical Effort:	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
On Call Requirements:	On-call 24 hrs pending disasters.
Other:	<p>Within one year of employment, employee must obtain a valid Commerical Driver's license Class "B" w/all mandated endorsements in order to legally drive and operate the fuel tanker truck. The County will assist with training and testing necessary in order to obtain the appropriate class of driver's license. Must supply and maintain a reasonable amount of own hand tools, the County is responsible for supplying special equipment and special tools only.</p> <p>THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. EMPLOYEES IN THIS POSITION ARE SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.</p>

APPROVALS		
Department Head:		
Name: <u>Roy Sanchez</u>	Signature: <u></u>	Date: <u>4/6/05</u>
Division Director:		
Name: <u>Beth Leto</u>	Signature: <u></u>	Date: <u>4/7/05</u>
County Administrator:		
Name: _____	Signature: <u></u>	Date: <u>4/12/05</u>

Position Title: SERVICE MECHANIC	Class Code:	Position Level: 7
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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____